

Woodstock Public Library Board

DRAFT Meeting Minutes

November 21, 2017

A regular meeting of the Woodstock Public Library Board was held on November 21, 2017 at 5:00 pm in the Meeting Room of the Woodstock Public Library.

a) The following Board members were present:

Brenda Turnbull, Vice-chair
Ethel Boyd, Trustee
Heather Jones, Trustee
Chris Landry, Trustee
Tony Pihowich, Trustee

b) The following Board members sent regrets:

Sandra Carnegie, Chair
Councillor Connie Lauder
Councillor Deb Tait

c) The following persons were also present:

Bruce Gorman, CEO
Lori Peixoto, Recorder

1. Call to order/Chairperson's Remarks

The Vice-chair called the meeting to order at 5:00 pm.

2. Approval of the Agenda

Motion 17-52

MOVED by Trustee Pihowich and seconded by Trustee Jones to approve the Agenda with the amendment to move item #12 to immediately follow item #4.

Motion carried.

3. Declaration of Conflict of Interest

None.

4. Approval of Minutes from the Meeting of October 17, 2017

Motion 17-53

MOVED by Trustee Jones and seconded by Trustee Boyd to approve the Minutes of the Meeting of October 17, 2017.

Motion carried.

12. Committee of the Whole In Camera

Motion 17-54

MOVED by Trustee Boyd and seconded by Trustee Landry that the Board move into Committee of the Whole In-camera.

Motion carried.

Motion 17-58

MOVED by Trustee Landry and seconded by Trustee Boyd that the Board concur with the decisions made in the Committee of the Whole In-camera.

Motion carried.

5. Business Arising from the Minutes

a) Strategic Plan Update

The CEO reports on a very good session with the Steering Committee and Stephen Abram – a day of exercises and prioritizing. At the end of the day, it felt as though all were on the same page. The Committee is looking to get together next week to look at the first draft. Once the document is refined, it will be brought forward to the Board; possibly at the December meeting.

b) Teen Space Update

The CEO notes that capital budgets are being presented to Council this evening. With \$81,000.00 being requested for the Teen Space, the CAO asked if it could be funded through library reserve accounts. The CEO referenced capital reserves from prior year commitments that could be reviewed – approximately \$38,000.00. The CEO asked if the City would be interested in partnering with the Library at a 50/50 level, to which they agreed. The CEO mentioned that the capital budget is set for approval on December 14, 2017. The CEO will return to the Board once the capital budget is approved. The CEO notes that this Teen Space was listed as a priority during the Strat Plan process.

6. Board Education

None.

7. Consideration of Correspondence

a) Friends of the Woodstock Public Library

Minutes of the Meeting of November 8, 2017

The CEO notes there is a new Chair elected to the Friends group. The incoming Chair has new ideas for the group, and has requested a meeting with the CEO in the near future to discuss.

The Friends reported a profit of almost \$1,200.00 from the book sale. It was a great, successful event. The Board extends many thanks to the Friends.

b) Service Comments Form received, dated October 18, 2017

Non-resident Fee

The Vice-chair notes that this is a recurring topic. The CEO's responses are appropriate in welcoming all to the Library.

Trustee Landry asks if it's been made clear that a library card is not necessary to attend Library programs. The CEO notes that the language is part of the FAQ.

c) Service Comments Form received, dated October 18, 2017

Non-resident Fee

8. Administrative Reports

a) Report of the Chief Executive Officer for October and November, 2017

The CEO highlights some events that took place since the last Board meeting, noting the partnership with Upper Thames Brewing Company being very successful. The last Trivia Night saw the facility at capacity. It's a unique way to get at a new audience, and the Library is pleased to be seen in this different environment.

IFOA was very successful in comparison to the previous year. The Library hosted a high-class author event, and it was a fabulous night. The last-minute replacement for Roddy Doyle was excellent. Trustee Pihowich notes that the acoustics in the Church are an issue, and the CEO notes that he has voiced his concerns about that. It's a great venue to host the event.

The CEO updates the Board on the staff training day, held on November 13th. The Library closed to the public so that staff could enjoy sessions that included an all-staff meeting, the future of libraries presented by Stephen Abram, non-violent crisis intervention presented by CMHA, the issue of homelessness in our community presented by Salvation Army, and a technological update presented

by the eBranch Manager. Lunch was provided by Jed Lau, the caterer that was hired for IFOA. It was a successful day.

The CEO notes that November 24th is Andrew Carnegie's birthday, and that 'customer appreciation' will be held on Friday, November 23rd. As in previous years, cake and coffee will be served to the public from 10:00 am to 3:00 pm, and all Board members are invited to attend as well.

b) Statistics: Library Systems Activities for October, 2017

The Vice-chair directs members' attention to the statistics. No questions or comments.

c) Policy Review

None.

9. Committee Reports

a) Southern Ontario Library Service Trustee Council

No report. The CEO will check the date of the next meeting.

b) Health and Safety

No report.

c) Grievance

No report.

10. Finance

a) Treasurer's Report

Motion 17-59

MOVED by Trustee Boyd and seconded by Trustee Jones

that the DRAFT Statement of Revenues and Expenditures for the period ending October 31, 2017, and

the DRAFT Summary of Trust Account for the period ending October 31, 2017, and

the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending October 31, 2017, be approved.

Motion carried.

The CEO notes that there will be a plan to spend some of the surplus money by year-end. What is left will go into the reserve accounts.

b) Draft 2018 Revenue Fund (Operating) Budget

Motion 17-60

MOVED by Trustee Jones and seconded by Trustee Pihowich to approve the Draft 2018 Revenue Fund (Operating) Budget as presented.

The CEO remarks on some key items including an increase in salaries; an increase in Advertising; a decrease in Non-resident revenue to better reflect actuals; and an increase for online learning.

Motion carried.

c) Allocation of 2017 Projected Surplus

Motion 17-61

MOVED by Trustee Landry and seconded by Trustee Jones to approve a request to Council regarding the allocation of surplus projected in the Revenue Fund (Operating) Budget at the end of the current fiscal year; that Council divide evenly the year-end surplus and contribute half to the Reserve for Consultants' Services and half to the Reserve for Automation.

The CEO projects a surplus of approximately \$150,000.00. There will be some year-end spending to draw that surplus down along with carry over for consultant services for in-progress and deferred projects by approximately \$67,000.00. As in the past, unspent funds, if approved, will return to reserve accounts.

Motion carried.

d) Budget Items to Carry Over Year-end

Motion 17-62

MOVED by Trustee Pihowich and seconded by Trustee Jones to approve the carry-over of unspent funds for the capital project redesign of the staff workspace to 2018, as the work will be in progress, and not yet complete.

Motion carried.

11. New Business

a) Computer Purchase Program

The CEO reports that the City is once again offering the Computer Purchase Program for all paid employees. The program is a popular one with City

employees. If approved, the CEO will announce to Library employees that they are able to participate once again, and further information can be obtained from City Treasury.

b) Goals & Objectives Update – Q3

The CEO is pleased with progress made in Q3. Most items are on track, however, the Collection Analysis may carry over.

c) OLA Super Conference 2018

Board Trustees have received information for the Super Conference, and are directed to send requests of attendance and travel to the Administrative Assistant for booking prior to the 'early bird' deadline of January 4, 2018.

13. Notices of Motion

None.

14. Attachments

a) *Employee Computer Purchase Program; City of Woodstock*

b) 'Contact Us' Submission Form – Lynda.com

c) *'Youth Wellness Hubs Ontario'*

15. Adjournment

MOVED by Trustee Jones that the meeting adjourn at 6:04 pm.

Vision

Your Destination for Discovery

Mission

The Woodstock Public Library is a community based accessible centre that responds to changing needs by providing up-to-date resources in a welcoming environment.